



## Michigan Supreme Court

State Court Administrative Office  
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Carl L. Gromek, Chief of Staff  
State Court Administrator

### MEMORANDUM

DATE: December 22, 2005

TO: Chief Judges  
cc: Court Administrators  
Probate Registers  
Authorized Users of the *Caseload Reporting System*  
SCAO Regional Administrators

FROM: Carl L. Gromek

RE: SCAO Administrative Memorandum 2005-10  
Reporting 2005 Trial Court Caseload Data to SCAO

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This memo outlines the steps each trial court shall take in January and February of 2006 to submit, review, correct, verify, and authorize release of 2005 caseload data for Parts 1, 2, and 4 of the *Caseload Reporting System* (CRS).

Authorized users of CRS should submit 2005 caseload data by **January 30, 2006**, and verify the caseload data as complete, accurate, and authorized for release by **February 28, 2006**. Attached to this memorandum is information to help you in this process.

If you have any questions regarding these procedures, contact Amy Byrd, Management Analyst, or Lili Marchlewicz, Data Projects Coordinator, at (517) 373-5538, or by e-mail at [byrda@courts.mi.gov](mailto:byrda@courts.mi.gov), or [marchlewiczl@courts.mi.gov](mailto:marchlewiczl@courts.mi.gov).

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Items in italics are features of the *Caseload Reporting System* (CRS).

**A. Purpose of Caseload Reporting**

Complete, accurate, and timely caseload data are essential to functions of the State Court Administrative Office (SCAO). Caseload data are organized into three parts: Part 1 includes beginning pending, new filings, and reopened cases; Part 2 includes dispositions and ending pending; and Part 4 includes case age at disposition and pending case age. In addition to other purposes, Parts 1 and 2 are essential to preparing The Michigan Supreme Court Annual Report and Part 4 is essential to assessing caseload management.

**B. Responsibilities for Reviewing, Correcting, Verifying, and Authorizing Release of Caseload Data**

Authorized users of CRS shall electronically submit, review, correct, verify, and authorize release of caseload data. These persons shall submit 2005 caseload data by January 30, 2006, and verify it as complete and accurate by February 28, 2006. A request to make corrections to CRS after February 28 may be granted at the discretion of the State Court Administrator; however, the corrections will not be included in The Michigan Supreme Court Annual Report.

**C. Steps to Submit Final Caseload Data (due no later than January 30, 2006)**

1. Finish entering or uploading 2005 caseload data to CRS.
2. Run the *Missing Reports* feature on CRS. Information in this report will show: (1) the part and section for which data are missing in Parts 1 and 2; (2) the name and State Bar membership number (P number) of any elected judge, appointed judge, or attorney-magistrate that is missing from Part 4; and (3) the section in Part 4 for which data are missing for any judge or attorney-magistrate with partial data reported. Judges from another court assigned to case(s) in your court may not appear on the *Missing Report*; however, report their caseload data in Parts 1, 2, and 4 to ensure complete information and to prevent errors in the *Data Check* features.
3. Enter any missing data for the sections identified on the *Missing Report*.

**D. Steps to Review Accuracy of and Make Corrections to Parts 1 and 2 Data**

1. Generate the *Parts 1 and 2 Data Check* feature for 2005 caseload data. Ending pending numbers less than zero will be highlighted and should be corrected. CRS may not permit you to verify the caseload data if any ending pending numbers are less than zero. After making corrections, generate the *Parts 1 and 2 Data Check* feature again to ensure that there are no negative ending pending numbers.
2. Run a full-year detail report from your court's case management system and a full-year *Court Caseload Detail* output report for Parts 1 and 2 through the *View*

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*Reports* menu on CRS. Compare the local case management system report and the *Court Caseload Detail* report. If the reports do not match, rerun each quarter from the local case management system and compare to the quarterly reports submitted to CRS.

3. Make any necessary corrections to Parts 1 and 2 caseload data by entering the corrections to the appropriate quarters via the *Caseload Data Entry* screens. Corrected data submitted through the *Upload Caseload Data Files* feature can inadvertently overwrite or multiply existing valid data, especially in courts where more than one case management system is used. For this reason, it is best to make corrections through the *Caseload Data Entry* screens.
4. Once the corrections have been made, generate the full-year *Court Caseload Detail* output report for Parts 1 and 2 again and compare it to the full-year detail report from your court's case management system. They should now match.
5. When you are satisfied that Parts 1 and 2 caseload data are complete and accurate, generate the full-year *Court Caseload Summary* output report for Parts 1 and 2. The Summary and Detail reports for Parts 1 and 2 will be published in The Michigan Supreme Court Annual Report.

### **E. Steps to Review Accuracy of and Make Corrections to Part 4 Data**

1. Generate the *Part 4 Data Check* feature for 2005 caseload data. This feature will show differences between the total dispositions and ending pending cases in Part 4, and the total dispositions and ending pending cases in Parts 1 and 2. The data check will be conducted on certain case types in circuit and district courts.<sup>1</sup> Any significant differences will be highlighted and should be corrected. Generate and correct the *Part 4 Data Check* feature until there are no highlighted differences.
2. The *Case Age Detail and Summary Reports* generated by CRS will be available after March 1, 2006, or possibly sooner.

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<sup>1</sup> The data check includes the following circuit court case types: Appeals: AA, AE, AP, AR, AV; Administrative Review, Superintending Control, and Extraordinary Writs: AH, AL, AS, AW; Criminal: AX, FC, FH, FJ; Civil Damage Suits: ND, NF, NH, NI, NM, NO, NP, NS, NZ; Other Civil Matters: CB, CC, CD, CE, CF, CH, CK, CL, CP, CR, CZ, PC, PD, PR, PS, PZ; Domestic Relations: DC, DM, DO, DP, DS, DZ, UD, UE; Proceedings under Juvenile Code: DJ, PJ; Proceedings under Adoption Code: AB, AC, AD, AF, AG, AM, AN, AO, AY; Miscellaneous Proceedings: EM, ID, NB, NC, PH, PP, PW; and Court of Claims: MD, MH, MK, MM, MP, MT, MZ. The data check excludes the following circuit court case types: Domestic Relations: TC, TI, TM, TO, TP, TS, TU, TZ, UC, UF, UI, UM, UN, UO, UT, UW; Proceedings under Juvenile Code: DL, NA, TL; Proceedings under Adoption Code: RB, RL; Miscellaneous Proceedings: VP; and all ancillary proceedings filed in circuit court. The data check includes all district court case types and excludes all probate court case types.

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### **F. Steps to Verify the Completeness and Accuracy of Caseload Data (due no later than February 28, 2006)**

Once 2005 caseload data for Parts 1, 2, and 4 have been reviewed and corrected, the caseload data of the entire trial court must be verified and authorized for release. In courts where more than one person is responsible for reporting separate sections of caseload data, the chief judge should delegate the responsibility for submitting verification to one person. This is particularly important for circuit courts where caseload data from juvenile, civil, criminal, domestic relations and other sections are submitted by various users from both circuit and probate court.

Submit one *Caseload Data Verification* form for the entire trial court's caseload data through CRS. SCAO will send an e-mail to the chief judge stating the date and time verification was received. Probate registers and court administrators will receive a copy of this e-mail notice. This verification indicates to SCAO that the caseload data is authorized for release.

If your court is missing data or the data check indicates a problem, you may not be able to submit verification. If this occurs and you are not able to correct the problem, contact your Regional Administrator.